Spring 2016 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated with the Spring 2016 AzMERIT Computer-Based Test (CBT) and Paper-Based Test (PBT) administrations.

Done	Task 1 - CBT & PBT	Dates
	Verify mode of testing in Tech Readiness in ADEConnect selected for each school within your district/charter for Spring 2016. – Schools marked as CBT mode cannot be changed; no further action required. – Schools that are not marked or marked as PBT must update the inventory and indicate either PBT or CBT mode.	Available now – 1/13

- Log into ADEConnect and select the Tech Readiness application.
- Only the designated Achievement Test Coordinators can select the testing mode for a school.

Done	Task 2 - CBT & PBT	Dates
	Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS and/or the TA Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators). **Notes:** – Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level. – PBT schools may add teachers (with the role of ST) to TIDE for the purpose of obtaining student results in ORS in late spring 2016.	Ongoing

- Click on the **Manage Users** tab, and then click **Add User** or **Upload Users**.
- Detailed instructions can be found in the *TIDE User Guide* on the AzMERIT portal here.

Done	Task 3 – CBT	Dates
	Download, as appropriate, AzMERIT Secure Browser to devices that will be used by students for CBT testing. **Notes:** – Windows and Mac devices must use Secure Browser 8.0 which was released in August 2015. – Linux devices must use Secure Browser 8.1 which will be released in December 2015. – Chromebooks and mobile devices with Android or iOS operating systems do not need to download the School Year 2015-2016 version of the Secure Browser.	Ongoing

- On the AzMERIT portal, click on the Secure Browser button.
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the *Secure Browser Installation Manual* on the AzMERIT portal here.

Done	Task 4- CBT & PBT	Dates
	Review and verify Contact and Shipping Information on TIDE Home page. **Notes:** – The Contact Info is only available for users with the role of District Test Coordinator. – If contact information is incorrect, email AzMERIT@azed.gov.	1/4-1/27

- Log into **TIDE**.
- Click on the **Contact Info** tab.
- Verify Contact Information Page appears.
- Any changes or corrections ADE must be notified by 1/27.

Done	Task 5 – CBT & PBT	Dates
	District Test Coordinators must complete Online Pre-Test Trainings. The mandatory Pre-Test Training will be available online, January 4 – 15, 2015. There are 5 sessions that must be completed for Spring 2016. District Test Coordinators who previously completed Session 1 – 3 for Fall EOC testing do not have to retake these sessions but must still complete Sessions 5 and 6. Session 4 was for Fall 2015 EOC Test Administration and is no longer available. Session 1 – Test Coordinator Responsibilities Session 2 – Test Administrator Responsibilities Session 3 – AIR Systems Session 5 – Spring 2016 AzMERIT Testing Session 6 – AIMS Science Testing Submit *Achievement Test Security Agreement* for Superintendent/Charter Representatives for School Year 2015-2016. **Note:** – Session 4 is only required for Fall 2015 AzMERIT EOC testing and will no longer be available after December 4. – *Achievement Test Security Agreements* for Superintendent/Charter Representatives previously submitted for Fall 2015 do not have to be resubmitted.	1/4-1/15 Available now - 1/29

- The link to the Pre-Test Trainings will be provided on January 4.
- Session 1 should be started no later than January 6. All test sessions must be completed by January 15.
- *Achievement Test Security Agreement* for Superintendent/Charter Representatives available here.

Done	Task 6 – CBT & PBT	Dates
	ADE will upload student information in TIDE three times as shown below. Student information will be based on student enrollments in SAIS/AzEDS and student course enrollments in Student-Teacher-Course Connection (STC) as of the file extract date. Log into TIDE to view students associated with your district/schools. Revise enrollments in ADE's SAIS/AzEDS and STC to update student enrollments in TIDE. **Note dates student files will be pulled from SAIS and STC for TIDE:**	1/4/16-1/27/16

File	Extract Date	Data Visible in TIDE
Initial	12/18/2015	1/4/2016
Intermediate	1/13/2016	1/19/2016
Final	1/27/2016	2/1/2016

- Log into **TIDE**.
- Click on the **Student Information** tab, and then click **View/Edit Students**.
- Use the School and Grade filters to display a list of student records.
- Use the **Export** button to export and save files as necessary.
- Revise enrollments in ADE's SAIS and STC before 1/27.

Done	Task 7 – CBT & PBT	Dates

	Log into TIDE and indicate which students require accommodated paper test materials:
	    • Braille paper version test*
	    • Large Print version test* (CBT: only students who have an accommodation indicating they are unable to test online)
	    • Paper version test (CBT: only students who have an accommodation indicating they are unable to test online)
	
	*Students enrolled after 1/29/16:
	– Additional accommodated paper test may need to be ordered during the Additional Order window (Task 9). Large Print and Braille version tests may no longer be available during the Additional Order window.
		1/4/16-1/29/16*

- Log into **TIDE**.
- Click on the **Student Information** tab.
- In the **View/Edit Students** tab, use the filter and search tools to locate a student who requires an accommodated paper test.
- Open the individual student's record. On the student detail page, indicate which paper accommodation the student needs.
- Detailed instructions can be found in the *TIDE User Guide*.

AzMERIT | Arizona's Statewide Achievement Assessment for English Language Arts and Mathematics

Done	Task 8 – CBT & PBT	Dates
	All new students enrolled in SAIS after 1/29 that will be participating in spring testing must be added in TIDE. PBT schools: ***Students enrolled after 1/29/16:** Additional orders may have to be placed if there are not sufficient materials available in district overage.	2/4/16 – prior to testing

- Log into **TIDE**.
- Click on the **Student Information** tab.
- Follow detailed instructions in the *TIDE User Guide* to add or upload students.

Done	Task 9 – CBT & PBT	Dates
	Create rosters for teachers to view student test results in late spring through ORS.	2/4/16 - TBD

- Log into **TIDE**.
- Click on the **Rosters** tab.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.

Done	Task 10 – CBT & PBT	Dates
	Receive and inventory the initial test materials shipments. – CBT schools: Initial shipment includes only *Test Coordinator Manuals* (TCM) and *Test Administration Directions* (TAD). – PBT schools: Initial shipment includes test booklets, TCMs, TADs, and return shipment materials.	3/14/16

Done	Task 11 - PBT	Dates
	Additional Order Window. Place an additional order if there are not a sufficient number of test booklets in the district overage materials. **Notes:** – ADE will review each additional order prior to shipment. – There must be an indication in TIDE for each new student that requires paper accommodated materials. – Large Print and Braille version tests may no longer be available during the Additional Order window.	3/16/16-3/17/16

- Log into **TIDE**.
- Click on the **Orders** tab, and then click the **Additional Orders** tab.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 12– CBT & PBT	Dates
	TEST ADMINISTRATION	
	CBT Administration Window (writing)	3/28/16-4/15/16
	CBT Administration Window (reading and math)	3/28/16-5/6/16
	PBT Administration Window (all subjects)	3/28/16-4/8/16

- Schools must follow test schedule provided in the *Test Coordinator Manual*.

Done	Task 13 - PBT	Dates
	Return testing materials to Measurement Incorporated. – Collect and inventory all scorable and non-scorable materials. – Follow the packing and return shipment instructions in the *Test Coordinator Manual*. – Contact FedEx at least 48 hours prior to pickup of materials. – Last day to contact FedEx 4/8/16. – Deadline for materials to be picked up and out of building is 4/12/16. **Note:** Materials not out of building by 4/12/16 may cause a district to be charged for shipping and test results may be delayed.	4/11/16-4/12/16

- Materials not out of building by 4/12/16 contact AzMERIT@azed.gov immediately.

Done	Task 14 – Score Reports to Districts	Dates
	Reports will be available in ORS for districts/charters.	TBD
	Paper reports will be delivered to districts/charters.	TBD

NOTES:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____